

Washington State Department of Health
Wastewater Management Program Policy

TITLE: Fees and Billable Hours	NUMBER: WMP-001
REFERENCES: WAC 246-272-04001, WAC 246-272-05001, WAC 246-272-08001, WAC 246-272-990	EFFECTIVE: October 1, 1996
SUPERSEDES:	APPROVED:

Policy

1. The Wastewater Management Program (WMP), as authorized by administrative code, provides direct fee-for-service activities in three sub-program areas: Large On-site Sewage Systems, Proprietary Systems Devices & Methods, and Experimental Systems.
2. Since fee-for-service activities are initiated by, and performed for, individuals or private firms upon request, the department seeks to recover program operational costs for such services to the maximum extent reasonably possible. The department does not bill for activity / hours where general information is shared with prospective clients.
3. Billable-hour tracking begins when specific project details or issues are discussed or reviewed. As part of project or product review, billable activity includes, but is not limited to: client meetings, phone calls, plan or document review, site visits, inspections, preparation and development of response letters, reports, or other guidance documents, file or reference search & review, and confirmation of submitted information.
4. The fee rules (WAC 246-272-990) provide for payment for services based upon an hourly fee, with minimum fees, which vary depending upon the specific service. Minimum fees are payable and due upon application for project, product, or system review.
5. Additional fees, either those based on specific events (such as LOSS Final Inspection) or those based upon hours of service provided beyond those hours provided by the minimum fee are payable and due within 30 days of billing following completion of project review.
6. Service activity is recorded in hours and tenths of hours and invoiced to the nearest one-half hour.
7. A request for changes to the conditions of approval or use / application of a LOSS, proprietary system device or method, or experimental system constitutes an application for review, and is subject to the time tracking and billing practices which apply to initial applications for review, approval and, where appropriate, listing.

Procedure

Large On-Site Sewage System (LOSS) Review

1. The requirements for Large On-Site Sewage Systems (LOSS) are established in 246-272-08001 WAC, Large On-Site Sewage Systems (LOSS). Specific engineering information and documentation must be submitted to the department for review.

2. The department tracks all hours spent on LOSS projects and bills for all hours of activity necessary for the completion of the review of the LOSS project. The two exceptions to this are the “per event” fees for Pre-site, and Final Inspections. Initial contact with the department seeking general or process information is not subject to fee collection. Project-specific inquiry, before or after application submission, is subject to hourly tracking and fee collection.
3. Payment of the minimum fee is due with the project review application submittal. Additional service hours beyond that provided with the minimum fee, plus “per event” fees will be billed to the applicant upon completion of the project review.

Proprietary Device Review / Experimental System Review

1. The requirements for proprietary device review are established in 246-272-04001 WAC, Alternative Systems and Proprietary Devices. Specific information and documentation must be submitted to the department for review.
2. The requirements for experimental system review are established in 246-272-05001 WAC, Experimental Systems. Specific information and documentation must be submitted to the department for review.
3. The department tracks all hours spent on review of proprietary devices and bills for all hours of activity necessary for the completion of the required review. Initial contact with the department seeking general or process information is not subject to fee collection. Project-specific inquiry, before or after application submission, is subject to hourly tracking and fee collection.
4. Payment of the minimum fee is due with the system or product review application submittal. Additional service hours beyond that provided with the minimum fee will be billed to the applicant upon completion of the review.
5. Upon satisfactory review and approval, the device or product, or experimental system is listed on the List of Approved Systems and Products.

Services, Fees, Service-hour Allotments

Sub-program Activity	Minimum fee / Application	Service hours provided with minimum fee	Service Fee beyond minimum fee hours	Fixed (non-hourly-based) Fees
Large On-Site Sewage System / Project Review	\$400.00	8 hours	\$50.00 per hour	
Pre-site Inspection	_____	_____	_____	\$100.00 per site visit
Final Inspection	_____	_____	_____	\$100.00 per site visit
Proprietary Device Review	\$200.00	4 hours	\$50.00 per hour	None
Experimental System Review	\$400.00	8 hours	\$50.00 per hour	None

Sample 1:

ACME Development Corp. contacted DOH regarding a LOSS. Two, 1-hour, telephone conversations occurred before project documents / application for review were submitted to DOH. In the first conversation, general process / procedure questions were answered and general project review information was provided. In the second, project-specific questions were answered. The first hour of service was not billable, the second hour was.

ACME submitted their project plans with the minimum fee, \$400.00 for a LOSS review. The minimum fee provided 8 hours of service, beyond which service rendered would be billed at \$50.00 per hour.

The project review was completed in 15 hours (including the pre-submittal telephone conversation) resulting in a hourly-based bill of \$750.00 (\$400.00 minimum, plus \$350.00 [7 hours @ \$50.00/hour]).

To complete the LOSS project review there were two required site visits, a Pre-site Inspection, and a Final Inspection, each billable at \$100.00 per visit. (Note: some projects could require more than the minimum two site visits: all are billable @ \$100.00.)

The total bill was \$950.00 (\$750.00 in hourly-based fees, plus \$200.00 in "per-visit" fees).

Sample 2:

NuWay, Inc., manufacturers of the One Flush Sewage Treatment Unit, an aerobic treatment device, applied to DOH in 1994 for review and approval of their product. The minimum \$200.00 fee was submitted with the application. The unit had been tested by NSF according to Standard No. 40 and the supporting documentation was complete and presented in an orderly manner: staff time for completing the review was 2.5 hours, within the 4 hours allotted to the minimum fee. The unit was approved and listed on the List of Approved Systems and Products.

In 1996, NuWay, Inc. contacted DOH by telephone to inquire about obtaining changes to the listing conditions for their product. They were advised to compile documentation and test data to support their claim that the One Flush is capable of treating to Treatment Standard 1 & 2 levels without disinfection. Requests for changes in listing conditions or requirements for product use or departmental response to product modifications must be submitted in writing, with the minimum fee (\$200.00 for up to 4 hours of review service).

Upon receipt of the documentation and fee payment, DOH staff provided 5.5 hours of service in the review of the submitted documentation, including telephone conversations with the manufacturer and personnel from the testing laboratory who conducted the study upon which NuWay based their claims for performance. DOH staff concluded that the claims were adequately supported and granted a change in listing to NuWay. The List of Approved Systems and Products was modified to reflect the change. NuWay, Inc. was invoiced for 1.5 hours of service @ \$50.00, the balance due above the minimum fee / hours provided.